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ATTN : Mr. [   ],OPOT/O&T   9 February 1953
        Mr. [   ] Ass't TLO, OPOT/O&T
        Director of Training

        Management and Clerical Training Programs, Office of Training

25X1 REF : Memorandum from Mr. [   ] subject: Clerical and
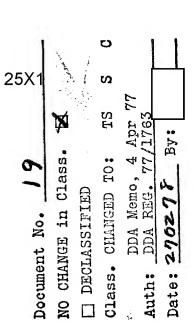   Administrative Courses

        1. Training programs for management and clerical personnel
have been organized to date primarily in response to expressed
needs.

        2. The Management Training Division was recently set up
to provide training programs to advance the techniques of effec-
tive management and to increase competence in clerical skills
throughout the Agency.

        3. If you have management or clerical training requirements,
25X1 Mr. [   ] Chief of the Management Training Division,
will be happy to discuss them with you as the first step in pro-
viding the specific training programs that your office may need.
External management training programs are, of course, also available.

        4. The following training programs are currently available:

        a. Management Training - CIA Human Resources Program

            For management personnel from the level of AD to
        first-line supervisor. Developed as a basic supervisory
        training program to assist members of the Agency with
        management responsibilities to make the best and fullest
        use of the individuals under their supervision. Four
        one-hour group meetings; a one-half hour individual
        conference with each supervisor in the group; and a
        follow-up one hour group meeting approximately every
        six weeks into the future. Organized to be conducted
        on an office-by-office basis. Designed to focus atten-
        tion upon the human relations factors that are basic
        in effective management, and to serve as the foundation
        for other supervisory training programs that may be de-
        veloped to meet specific management needs.

        b. Clerical Training

            Refresher training for cleared personnel. The follow-
        ing courses meet for approximately one hour per day for
        three weeks: Shorthand, Typing, Typing Shortcuts, English
        Usage, and Filing.

General Clerical Orientation. A required two-day course for all new clerks, stenographers, and typists. Personnel already "on board" may attend all or part of this two-day program which includes: the concept of intelligence, the organization of the U. S. Government, Agency forms and procedures, mailing procedures, the organization of CIA, buildings and shuttles of CIA, CIA regulations, office protocol, telephone techniques and practice, typing shortcuts, correspondence manual and practice.

5. The following training programs are in the planning stage:

a. Administrative Training Program

It is planned to organize a training program specifically for administrative officers and administrative assistants built around a continuing seminar on DD/A service functions. Presentations would rotate between the various service offices and attendance would doubtless be in terms of the divisions of labor in the administrative offices of the organizational components of the Agency.

b. Clerical Training Programs

It is planned to offer the following courses if there is an expressed interest in them for clerical personnel:

Geography	1 hour a day for three weeks
Memoranda Writing	1 hour a day for three weeks
The CIA Library	2 hour lecture and discussion
Specific Phases of Intelligence	2 hour lecture and discussion

6. Let us know how we can be of assistance to your office in the fields of management and clerical training. I suggest that you may wish to discuss the matter with [   ], Chief of the Management Training Division, extension [   ]

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MATTHEW BAIRD